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70 Years
"A Partner in Conservation Since 1935"

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Transmitted via email

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MINNESOTA BULLETIN NO. 360-5-41

SUBJECT: PER – SAFETY & HEALTH

Purpose. To remind employees to be aware of security issues.

Expiration Date. September 30, 2006.

In light of the current U.S. war against terrorism and recent bombings, I am again asking each of you to be more vigilant and observant while at home, at work, and during your other personal time. Take extra precautions and report any suspicious activity around your home, office or during normal work or pleasure travel to local authorities immediately.

- Discuss the need for extra vigilance around the office with the other agencies and your family and friends at home.
- Take time to review your emergency telephone numbers and the office Physical Protection Plan.
- If during the performance of your normal field work you notice something suspicious, report it to local authorities immediately.
- None of the terrorist threats should be dismissed but we also don't want to overreact or fail to react when necessary. Use your own good judgment. If an error in judgment is to be made, error on the side of safety.

Keep in mind the following safety tips:

- Watch for suspicious acting people loitering or lurking in any part of your building or around home. Take extra precautions and report any suspicious activity immediately to your supervisor and/or local authorities.
- Avoid working late alone or on a routine basis. Avoid stairs and other isolated areas. Never get in the elevators with people who look out of place or behave in a strange way.
- Keep offices neat and orderly to identify strange objects or unauthorized individuals more easily. If you see a suspicious package, do not disturb it; contact your supervisor and/or local authorities immediately.

Contact Laurie Otte, Safety & Health Officer if you have any questions or concerns.

WILLIAM HUNT
State Conservationist

Dist: MN-AE